

PLEASE POST

CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS
ROOM 706, CITY HALL



TRANSFER/PROMOTIONAL OPPORTUNITY

DATA BASE SPECIALIST

MILWAUKEE FIRE DEPARTMENT

This position will perform various support functions for the Fire Department's Enterprise Information System/Records Management System (EIS/RMS) to assure proper functioning and security of the system. EIS/RMS is a Windows based application. This position supports over 1000 users and more than 150 LAN connections.

This is a Milwaukee Fire Department civilian position under the jurisdiction of the Fire and Police Commission.

Essential Functions:

- Handles interface configuration, which determines what and how data are sent to Computer Aided Dispatch (CAD) and how it is sent.
- Administers Telestaff configuration based on staffing rules, which determines how the inbound and outbound phones will function, and the type and degree of automation to be set up in the task manager.
- Maintains the data related to transfers, promotions, new hires, recertifications, and all other personnel changes.
- Provides technical assistance such as backing up data, loading new releases on the server and clients, and exporting data for payroll purposes.
- Answers questions for end users regarding staffing features.
- Assists with help desk.
- Trains department personnel in EIS/RMS topics and functions.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Knowledge, Skills and Abilities:

- Technical competence in performing duties related to the position.
- Excellent skills in oral, written and graphic communication.
- Ability to continue learning new technologies.

Requirements:

- Current status as a regularly appointed employee of the City of Milwaukee.
 - Associate's Degree in Information Technology, Management Information Systems or closely related field.
- OR-**
- At least 2 years of hands-on experience performing duties related to this position.
 - Valid Wisconsin Driver's License with good driving record at the time of appointment and throughout employment. *Qualified candidates will be required to present a copy of their driving record at the time of interview.*

Note: equivalent combinations of education and experience will be considered.

The Current Salary Range (534) is \$37,640-\$44,364 annually with excellent benefits.

Hours of work are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Database Specialist, Milwaukee Fire Department

The Selection Process will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to oral examinations, performance tests or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be transferred or promoted to the position.

Application Procedure: You may get applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee WI 53202-3554, by visiting our web site at www.milwaukee.gov/der, or by calling 414-286-3751.

All applications must be returned to **Mary McDougall** at the **Milwaukee Fire Department**, 711 W. Wells Street Street, 3rd Floor, Milwaukee, WI 53233 by March 16, 2005.

#05-030TR JF (SM)

March 2, 2005

EEO 501

The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer.